

3-3-2004

CWU Faculty Senate Minutes - 03/03/2004

Janet Shields

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CENTRAL WASHINGTON UNIVERSITY

FACULTY SENATE

Approved REGULAR MEETING MINUTES: March 3, 2004

<http://www.cwu.edu/~fsenate>

Presiding Officer: Daniel CannCasciato

Recording Secretary: Janet Shields

ROLL CALL: Senators: All senators or their alternates were present except: Joseph Bradley, Nancy Buerger, Robert Carbaugh, Jim Eubanks, Brenda Hubbard, Mark Michael, Vincent Nethery

Visitors: Daniel Herman, Bob Hickey, Walt Kaminski, Carolyn Wells, Marla Wyatt

CHANGES TO AND APPROVAL OF AGENDA – 04-14 was withdrawn. Change 04-19 to delete COM 345. Motion to amend agenda was seconded and approved.

MOTION NO. 04-10(Approved): APPROVAL OF MINUTES of February 11, 2004

COMMUNICATIONS – None

REPORTS/ACTION ITEMS (35 Minutes)

Executive Committee

Motion No. 04-11 (Approved): "Approval of the 2004-05 regular Faculty Senate meetings as follows: Fall Quarter - October 6, November 3, December 1; Winter Quarter - January 19, February 9, March 2; Spring Quarter - April 13, May 4, May 25."

Code Committee

Motion No. 04-12 (Approved): "That the Faculty Code section 6.15 Change of Assignment be amended as shown in Exhibit A."

Motion No. 04-13(Approved): "That the Faculty Code be amended to eliminate the word school when it refers to the former School of Business and Economics as shown in Exhibit B."

Motion No. 04-14(Withdrawn): "That the Faculty Code section 3.25.A. Committees be amended as shown in Exhibit C."

Curriculum Committee

Motion No. 04-15 (Approved): "Recommendation to accept new Biological Sciences specializations as outlined in Exhibit D."

Motion No. 04-16(Approved, 1 abstention): "Recommendation to accept new Health, Human Performance and Recreation minor and certification as outlined in Exhibit D." .

Motion No. 04-17(Delayed to 4/14/04 meeting): "Recommendation to accept new program Bachelor of Applied Science – Industrial Engineering Technology as

outlined in Exhibit D." Motion made to delay motion. (Cf. Bylaws, VI, b.)

Motion No. 04-18(Delayed to 4/14/04 meeting): "Recommendation to accept new program Bachelor of Applied Science – Safety and Health Management as outlined in Exhibit D." Motion made to delay motion. (Cf. Bylaws, VI, b.)

General Education Committee

Motion No. 04-19(Delayed to 4/14/04 meeting): "Approve General Education Committee recommendation to add Communication 302 and Communication 345 as general education courses for Social and Behavioral Sciences sections Perspectives on World Cultures and Foundations of Human Adaptations and Behavior as outlined in Exhibit E." (Cf. General Education program, p. 36, CWU catalog) Motion made to delay motion. (Cf. Bylaws, VI, b.)

REPORTS/DISCUSSION ITEMS

CHAIR: - CASE professor of the year nomination process is underway. Information on this award are available on the web <http://www.case.org/Content/AwardsScholarships/Display.cfm?CONTAINERID=184&CONTENTITEMID=3049&CRUMB=3>. Terry Martin won the state award for 2002-03. Jim Nimnicht has received this award several years ago. Executive Committee is working with the Provost to hold faculty discussions in early spring. Purpose and topics for discussion will build on the work from the December 8th Faculty Development day. Ad Hoc Committee on Intellectual Proprieties met last week and is starting work. They might be recommending policy this spring. End of quarter poster session presentations will be March 8th. Internal Audit and Ethics Law workshop will be on March 9 from 10-12.

CHAIR ELECT: - CPERCs committees are reviewing the Plan B. There are many applications this year. Committee is working on possible changes to Plans A & B for next year so they can be brought before Faculty Senate the next two meetings and be voted on.

PRESIDENT: - Both the House and the Senate budget committees have distributed their versions of the supplemental budget. The next step will be approval of the two budgets, after which, a final version will be crafted by the two bodies in conference committee. The Council of Presidents sent a letter endorsing parts of the House and Senate budgets and Central sent a letter on issues that are particularly important to our university. Richard Berke will be speaking on campus April 12th on international issues. The university is establishing an external group on diversity issues, which will serve as an advisory group to the President. Please let Libby Street know of possible nominees for this committee.

PROVOST: - HEC Board is reviewing minimum admission requirements, increase mathematics to 4 years of math during high school, as well as modification of science to 2 years of lab science with one year being a mathematic requirement. SB 5135, which has to do with excess credits and surcharge for excessive credits, required that all institutions report their percentages of students in these categories. Not all institutions reported the numbers the same. Central and Eastern reported all units, while UW, WSU and WWU

reported those who had completed. A policy is being developed in response to the legislature mandate and will be coming forward to the Senate.

SENATE CONCERNS: - Jim Huckabay explained that even with Central & Eastern reporting higher numbers than everyone else, if you pooled all the credits together from all the universities it would create a maximum of ½ of 1% additional FTEs. CFR has passed this information along to the sponsors of the bill.

STUDENT REPORT: Peter Barbee – Three of the seven board members have disassociated themselves with the convergence plan.

SENATE COMMITTEES:

Ad-Hoc Salary Administration Board: - See chair-elect report.

Academic Affairs Committee: - No report

Budget Committee: - No report

Code Committee: - No report

Curriculum Committee: - No report

Development and Appropriations: - Mary Wise – committee is working on a new development support services for faculty and will be sending a motion forward to that effect. Departments have received information on funding. University Wide applications are due April 14th.

General Education: - No report

Personnel Committee: - No report

Public Affairs Comm/Council of Faculty Reps/Faculty Legislative Representative: - Increase in tuition waivers was not included in the House Budget. However, 50 additional FTEs for CWU were included. The Legislature will look at the tuition waiver issue next year. CFR has written a letter to the Appropriations and Ways & Means committee as well as key representatives with issues of concern and support. High demand enrollment funding is included. Senate budget includes a cut in insurance premiums. Compacts has not become a bill, however the Senate has left the option open. The Articulation bill has moved forward. Both House & Senate has passed the HEC Board bill with a 4-year institution faculty member on an advisory board to be appointed by CFR.

OLD BUSINESS – Friends of the Senate no information has been received. Please e-mail with suggestions.

NEW BUSINESS - None

ADJOURNMENT - A motion was made to adjourn and seconded. It passed by a majority at 4:45 pm.

Exhibit A

6.15 Change of Assignment

- A. Faculty members may be assigned duties other than those of their original appointment and outside their initial departments or programs. Such assignments may include duties in off-campus programs.
- B. The terms of such assignment shall be made in writing.
- C. A faculty member whose change of assignment involves duties in two or more departments shall assume advising, office hours and other noninstructional work according to the percentage of load in each department.
- D. **A faculty member reassigned shall retain his/her rank and placement on the faculty salary scale. Future salary increases will be aligned with the salary scale of the faculty member's new unit.**

Rationale: New section to protect a faculty member's rank and salary if he or she is reassigned to a new department.

Exhibit B

7.20 Faculty Load - Instructional Faculty Members

- B3.** With the exception of faculty members whose specialized duties conventionally require assignments outside normal working hours, days and duty stations, Saturday and evening assignments and off-campus assignments as part of the regular teaching load are subject to mutual agreement by the department chair and the faculty member involved. If such agreement cannot be reached, either party may appeal to the dean of the appropriate ~~school or~~ college for decision.

7.40 Absence from Class or Campus

- C.** A faculty member who must be absent for personal or professional reasons for a period of time involving work days shall obtain approval of his/her ~~school~~ dean through his/her department chair. Leave arrangements may be made for extended absences requiring replacement during the time of absence.

8.65 Professional Improvement

- D.** Colleges ~~and schools~~ may establish one standing personnel committee, consisting of tenured faculty members from the college/~~school~~ to act in an advisory capacity to the dean. Only one member of a department in a ~~school or~~ college may serve on such committees. Members of the personnel committee shall not advise on the personnel decisions concerning members of their own departments, but ~~school/~~college personnel committees shall have access to all recommendations concerning personnel actions about which they advise. Alternates shall be elected at the same time as regular members to such personnel committees in order to substitute for regular members as needed. Phased retirees shall not serve as regular or alternate members on such committees. (See Section 5.30 D.)

8.66 Professional Improvement - Criteria

- C.** A faculty member evaluated for professional improvement shall supply evidence for each of the above criteria using the standard professional record form as specified in Section 8.65 C of this Faculty Code and other materials consistent with the criteria established by the university relevant to Section 8.40 of this Faculty Code and by the faculty member's college/~~school~~ and department for the award of merit and promotion.

8.70 Promotion in Rank - Schedule and Procedure

A. Schedule

Recommendations on promotion should be completed and submitted to the provost/senior vice president for academic affairs prior to April 15 of each year. Final recommendations should be made to the Board of Trustees at its regular May meeting. The effective date of such promotions is September 1 of the following academic year for 9-month contracts. The effective date of such promotions is July 1 of the following academic year for 12-month contracts. The

president may recommend to the Board of Trustees the promotion of any faculty member at any time; however, such action shall be taken only as the result of unusual circumstances and upon the recommendation of the department chair, the appropriate ~~school~~ dean and the provost/senior vice president for academic affairs.

C. Promotions in Rank - Procedure

Promotions in academic rank shall be determined annually according to the following procedure:

1. Promotion in rank will be made according to the criteria listed in this Code, except that faculty members normally cannot be promoted before completing three (3) years of service in their current rank. Thus consideration for promotion can occur in the third and subsequent years of service in the current rank. Three (3) years in a current rank does not guarantee promotion. Primary responsibility for recommendations for promotion rests with the ~~schools~~, colleges, library and appropriate deans.
2. In January of each year the appropriate deans will prepare a list of all faculty in their ~~schools or~~ areas who appear eligible for promotion according to the provisions of this Code.
4. The dean will receive the statements of the candidates, the recommendations from individual tenured and tenure-track faculty members, excepting phased retirees, the departmental personnel committee recommendations and the recommendations of the department chair.

The dean will meet with each department chair and the personnel committee chair (or other designated representative) to review each candidate for promotion. Each ~~school college~~ may establish a personnel committee to act in an advisory capacity to the ~~school~~ dean. Members of such personnel committees shall not advise on the promotion of faculty members from their own departments. Alternates shall be appointed at the same time as regular members to such personnel committees in order to substitute for regular members as needed.

The ~~school~~ dean will prepare lists, by rank, of faculty members within the ~~school college~~ who are recommended for promotion. The dean will notify each eligible faculty member in writing whether or not he/she is being recommended for promotion. This information shall remain in the personnel files only upon the written consent of the faculty member. ...

5. The provost/senior vice president for academic affairs will receive the recommendations of the ~~school~~ deans together with supporting materials, review the recommendations and consult individually with the deans or directors as necessary. Upon completion of the review, the provost/senior vice president for academic affairs will submit a list, by rank, of his/her recommendations for promotions to the president of the university along with a proposed new rank distribution and a cost analysis, and will notify the faculty members who are included on the list and those who are not being recommended. The president will review these recommendations with the

provost/senior vice president for academic affairs and the individual ~~school~~ deans, as necessary, and will submit final recommendations for promotion to the Board of Trustees for their action.

8.75 Merit

A. Merit – Criteria

1. Any faculty member who is to be considered for merit must first be known as an effective teacher and must perform adequately necessary and routine departmental, ~~school~~ college/library and/or university assignments; e.g., advising, registration duties, meeting representation, committees as assigned. In addition, competence either in scholarship or in special services to the university, to the public community, to students, or to their profession may be taken into consideration.

Purpose and rationale: Housekeeping

Updates code language to reflect that the School of Business and Economics is now the College of Business. CWU now has four colleges.

Exhibit C

3.25 Committees

A. The Faculty Senate shall establish the following standing committees, with powers and duties as described:

4. ~~The Faculty Senate Academic Affairs Committee shall be concerned with the study and improvement of academic standards and academic organizational structures. It shall make policy recommendations concerning admissions, registration, grading, withdrawal, the university calendar scheduling and academic support systems such as the library and audio-visual division. It shall cooperate with other individuals, groups or committees in long-range planning, including the creation of new colleges, departments, programs and academic posts. It shall do such other similar things as may be requested by or approved by the Senate Executive Committee;~~

4. **The Faculty Senate Academic Affairs Committee shall be responsible for all general university academic policy where Academic policy is defined as a statement or statements of principles designed to influence or determine decisions and actions of the University relative to fulfilling the instructional components of its mission. Academic policy may encompass not only issues of entrance and graduation requirements but also Withdrawals, Incompletes and other matters of general academic policy. It may include, but not be limited to assessment, placement, and remediation policy; credit transfer and inter-institution articulation policy; teaching loads and scheduling policy; and physical facilities planning, management, and allocation to the extent they affect the academic program. The Academic Affairs Committee will not ordinarily be involved in curricular or programmatic review and approval, though it will coordinate its own recommendations with departments, the Graduate Council, the General Education Committee, and the academic deans to insure smoothly functioning policy and procedures.**

Generally speaking, academic procedures do not fall within the purview of the Committee where academic procedures are defined as the formal steps by which policies are implemented and enforced. The Committee, however, may undertake review and recommend change in procedures in the event that procedures influence policy in ways inconsistent with the intent of the policy or otherwise to the detriment of the academic mission of the university.

Notwithstanding Sections IV.B.1 and 2 of the Faculty Senate Bylaws, the Committee shall consist of eight faculty members, two from each of the four schools, and two students representing the ASCWU. In addition, the Provost or designee, a representative of the academic deans, and the Chair of the Academic Department Chairs Organizations (ADCO) should serve *ex officio* (without vote).

The Committee would therefore be compromised of thirteen regular members. A quorum shall be based on regular voting members. In the event that none of the faculty members of the Committee is from the west-side off-campus programs, a non-voting representative of the off-campus program shall be invited to the meetings as liaison and shall share in all correspondence. Other persons with specialized knowledge, such as, the Registrar, Director of Admissions, et. al., may be designated formally as consultants (without vote), and they and others may be called from to time to advise the Committee as it sees fit.

Members shall be appointed from among the faculty by the Faculty Senate Executive Committee. Department Chairs of the Schools in question shall be requested to submit nominations from along their respective faculties. The Committee shall select a Chair from among its voting members.

Terms of faculty shall be for two years and staggered to insure continuity. Voting members shall be limited to two consecutive terms, and may be reappointed after two years have lapsed. The ASCWU may appoint student representatives on a yearly basis, but are encouraged to select students who can serve for two consecutive years.

The agenda shall be set by the members of the Committee (*ex officio* members included) and/or the Senate Executive Committee. In addition requests may be made to place items on the agenda by individual faculty department chairs, academic administrators, or students. Appropriateness of items brought forward from outside the Committee or Senate Executive Committee shall be determined by the Committee.

Rationale: Update the Faculty Code description to match the description in the Senate Bylaws, which were approved by senate action, Motion 3120, June, 24, 1997.

Exhibit D

New Specializations: **Department: Biological Sciences**

- 1) **Bachelor of Science: Biology with a Specialization in Cell and Molecular Biology**
- 2) **Bachelor of Science: Biology with a Specialization in Organismal Biology**

Rationale: The Biology department proposes to reorganize specializations within the B.S. degree in response to an external review of our department and to internal discussions about the strengths and weaknesses of our program and some problems we experienced with the current specializations. Some of the specializations were viewed as too narrowly focused. At times, the restrictions imposed by the specializations have made it difficult for students to get all the courses they need (also resulting in office staff and faculty spending much time signing substitution forms and writing letters). In addition, the external reviewer felt (and we agreed) that some of the specializations drive demand for particular upper division courses, making it more difficult to develop new courses in other areas as part of our overall curriculum revision process. We have already stopped offering one specialization (Medical Technology) in the past 2 years. We currently offer 4 specializations: Environmental/Public Health Biology, Ecology, Microbiology, and Plant Sciences. This is in addition to General Biology, the option for students who do not wish to choose a specialization.

We would like to offer just 3 specializations that we feel will provide our students with excellent guidance in the selection of a course of study that will prepare them for future jobs or graduate school, and will facilitate advising. All three are less restrictive than previous specializations. These three proposed specializations (Ecology – revised; Cell and Molecular Biology –new; Organismal Biology – new) reflect three major areas within Biological Sciences as a discipline as well as three areas of strength within our department. We will continue to offer General Biology as an option for students who do not want to specialize.

We are deleting three specializations: Environmental & Public Health; Microbiology; Plant Sciences; and Medical Technology. Students currently in specializations that we propose to delete will be able to complete their degrees because no required courses have been deleted. Most of the proposed changes in curriculum will come after they have graduated, or will affect only their choice of electives. Future students interested in Microbiology can very easily accommodate their course needs within Cell and Molecular Biology. Students interested in Plant Sciences can choose the Organismal Biology emphasis. We have had few students in the Environmental/Public Health Biology specialization; students with these interests may choose Ecology or Cell and Molecular Biology, depending on the particular slant of their interests within this field.

We hope this helps clarify our need to update our specializations offerings.

**New Minor &
Certificate:**

Department: Health, Human Performance and Recreation

Wine Trade and Tourism Minor
Wine Trade Professional Certificate

Rationale:

The wine industry in the United States is expanding rapidly. Wine sales more than doubled in the US from 1991 to 2001. Tourism directly related to the wine industry results in expenditures of \$1.2 billion annually with 145,000 jobs related to wine. Washington is the second largest producer in the United States. It is a rapidly growing industry, expanding from 19 wineries in 1981 to over 200 producing wineries today. The wine industry in Washington now accounts for more than 11,000 full time jobs with another 4,600 anticipated within 3 years.

The rapid growth of the wine industry on the West Coast has also created a shortage of workers with adequate knowledge of the wine industry. Currently, there are few programs in the US that exist for people seeking to enter the wine trade that focus on the fundamentals as well as the business of wine. The enology and viticulture programs at Washington State University, Yakima Valley Community College, and Walla Walla Community College focus on the growing and making of wine. The CWU Wine Trade and Tourism minor will not compete with their existing programs, but will fill a different need. The Wine Trade and Tourism minor will prepare students with the knowledge and skills necessary to achieve success in many wine-supported occupations.

Estimated Enrollment: Year 1 = 10 Year 2 = 15 Year 3 = 20

Program:

Minor:	Required Courses		
	RT 402	Wine Basics	5
	RT 403	The Global World of Wine	5
	RT 404	The Wine Trade	5
	ME 330	Principles of Retailing	4
	ME 467	Retail Management OR	
		ME 486 Retailing & E-commerce	4
	RT 490	Internship	6
	Choose three of the following courses with advisement		9-13
	RT 271	Intro to Tourism	3
	RT 405/505	Hospitality Catering	3
	RT 373D	Convention Mgmt	5
	RT 373E	Resort Mgmt	5
	RT 471	Tourism Planning	3
	RT 480	Admin in Tourism	3
Total Credits			38 – 42

**Certificate – Type B: Matriculating and non-matriculating students, in
conjunction with Continuing Education**

Required Courses		
RT 402	Wine Basics	5
RT 403	The Global World of Wine	5
RT 404	The Wine Trade	5
Total Credits		15

New Programs

Department – Industrial Engineering Technology

Degree: **Bachelor of Applied Science – Industrial Engineering Technology**

Estimated Enrollment: Year 1 = 22 Year 2 = 30 Year 3 = 40

Statement of Need: The Bachelor of Applied Science degree is a new degree for CWU, which is directed toward students who have an applied technical degree from a community college but lack the general education requirements for a Bachelor of Science. CWU will supplement the community college course work by providing the missing general education breadth component while accepting many of the technical courses. This program offers place-bound students the opportunity to complete their degree without leaving the Puget Sound area.

There are two main reasons why the proposed BAS Industrial Technology degree should be offered. First, there is a high demand at the community colleges to have a four-year university offer upper division courses to technology students and their graduates so that they may obtain a baccalaureate degree. Secondly, persons having lost technically related jobs require additional education to enhance their job potential or to switch careers. The BAS Industrial Technology program would also be attractive to recently laid-off workers, women and older students who want a career switch. As far as workforce needs of local industry, we find that the Industrial Technology degree is appropriate for displaced workers. The subject matter in the program does not require higher levels of math or science and can be learned by a wide range of people who have diverse educational backgrounds.

Program:

Required Courses		
IET 301	Engineering Project Cost Analysis	4
IET 380	Quality Control	5
IET 385	Industrial Design	3
IET 411	Mechanical Power Transmission	4
EET 312	Basic Electronics	4
EET 221/221.1	Basic Electricity & Lab	5
MET 310	Hydraulics & Pneumatics	4
MET 345	Production Technology	4
MET 351	Metallurgy/Materials & Processes	4
MET 388	Tool Design	4
SHM 386	Occupational Safety & Health	3
ADMG 385	Business Communications & Report Writing	5
IET 499	Seminar	1
Total		50

Funding: This program will operate on a self-support basis through CWU's division of Continuing Education.

Degree **Bachelor of Applied Science – Safety and Health Management**

Estimated Enrollment: Year 1 = 22 Year 2 = 30 Year 3 = 40

Statement of Need: The Bachelor of Applied Science degree is a new degree for CWU, which is directed toward students who have an applied technical degree from a community college but lack the general education requirements for a Bachelor of Science. CWU will supplement the community college course work by providing the missing general education breadth component while accepting many of the technical courses. This program offers place-bound students the opportunity to complete their degree without leaving the Puget Sound area.

The need for this program is based upon two factors, (1) CWU is the only baccalaureate institution to offer the Safety and Health Management (SHM) program in the State of Washington and (2) the program has been designated as a "high demand program" by the Higher Education Coordinating Board. The HECB has granted state funding for the BS SHM program for the 2003-2005 biennium. The mix of students already enrolled in the SHM program at Lynnwood is about 35% AS, AAS, or ATA. The BAS SHM degree at Lynnwood is urgently needed to keep the students from graduating with substantially more than 180 credit hours.

Program:

IET 398	Technical Presentations	3
PSY 456	Industrial & Organizational Psychology	4
SHM 383	Transportation Safety	3
SHM 386	Occupational Safety & Health	3
SHM 387	Accident Investigation	3
SHM 388	System Safety	3
SHM 389	Industrial Fire Protection and Prevention	3
SHM 444	Fundamentals of Hazardous Materials	4
SHM 483	Ergonomics	4
SHM 484	Environmental Mgmt	4
SHM 485	Safety Mgmt	4
SHM 486	Industrial Operations Safety	3
SHM 487	Fundamentals of Industrial Hygiene I	4
SHM 488	Fundamentals of Industrial Hygiene II	4
SHM 499	Seminar	1

Total

50

Funding: This program will operate on a self-support basis through CWU's division of Continuing Education.

Exhibit E

Proposed Additions to General Education Program

II. SOCIAL AND BEHAVIOR SCIENCES

Perspectives on World Cultures

An introduction to institutions, cultures, and traditions of nations, groups, and societies outside the United States intended to encourage an understanding and appreciation of the dimensions of human diversity as well as similarities. An introduction to contemporary international and transnational issues intended to provide a broader perspective of the individual's relationship to other cultures and to common human concerns.

ANTH 130	(W) Introduction to Cultural Anthropology (5)
AST 102	(W) Introduction to Asian Studies (3)
COM 302	Intercultural Communication (4)
ECON 102	(W) World Economic Issues (5)
GEOG 101	(W) World Regional Geography (5)
HIST 102	(W) World Civilization: 1500-1815 (5)
HIST 103	(W) World Civilization Since 1815 (5)
LAS 102	(W) Introduction to Latin American Studies (5)
POSC 270	(W) International Politics (5)

Roll Call 2003-04

Faculty Senate Meeting: March 3, 2004

SENATORS

✓ BARBEE	Peter
BRADLEY	Joseph
✓ BRAUNSTEIN	Lori
✓ BRAUNSTEIN	Michael
✓ BRYAN	Patrick
BUERGEL	Nancy
✓ BURNHAM	Timothy
✓ CALAHAN	Scott
✓ CANNASCATO	Daniel
✓ CANT	Gregory
✓ CAPLES	Minerva
CARBAUGH	Bob
CHAPMAN	Leland
COLEMAN	Beatrice
✓ CULJAK	Toni
✓ DEVIETTI	Terry
✓ DIPPMMANN	Jeffrey
✓ EASTMAN	Grant
✓ EUBANKS	Jim
✓ HARPER	Jim
HARPER	Lila
HUBBARD	Brenda
✓ HUTTON	Lisa
✓ HUCKABAY	Jim
✓ KURTZ	Martha
✓ LEE	Cania
LI	Charles
✓ LUBINSKI	Patrick
✓ LUPTON	Robert
✓ MELBOURNE	Tim
✓ MICHAEL	Mark
✓ NELSON	Joshua
✓ NETHERY	Vincent
✓ NIXON	Don
✓ PRICE	Joe
✓ REHKOPF	Carrie
✓ SCHAEFER	Todd
✓ SNEDEKER	Jeff
✓ SUN	Key
WESSEL	Nancy
✓ WELLOCK	Thomas
✓ WILLIAMS	Henry

Quorum: 23

43 Senators

33

ALTERNATES

Student	
HOLTFRETER	Robert
KLEMIN	Wayne
PALMQUIST	Bruce
ERNEST	Kristina
WYATT	Marla
VACANT	
CALHOUN	Ken
JORGENSEN	Jan
FAIRBURN	Wayne
BUTTERFIELD	Carol
GHOSH	Koushik
✓ DONAHOE	Susan
✓ OGDEN	Michael
ABDALLA	Laila
✓ FALLSHORE	Marte
LI	Chenyang
GELLENBECK	Ed
STEIN	Stephanie
✓ GLASBY	Stephen
✓ OLSON	Debbie
ROBINSON	Scott
FOLKESTAD	William
ALWIN	John
DIAZ	Anthony
Student	
✓ DRAKE	George
CUTSINGER	Loran
PERKINS	Rob
LEE	Jeff
Student	
BRANSBORFER	Rodney
D'ACQUISTO	Leo
BAGAMERY	Bruce
BENDER	William
BROOKS	Joe
WIRTH	Rex
SINGH	Vijay
REASONS	Charles
PICHARDO	Nelson
EASLEY	Roxanne
PLOURDE	Lee

Date: March 3, 2004

VISITOR SIGN-IN SHEET

Walt Kammerling IET Chair
 Marka Wyatt E.S. Curric Chair
 Bob Hicky Geography, Apprentice
 Cheryl Wells
 Daniel Herman History - Gen Ed Cte

Please sign (print) your name if you are not a faculty senator.

CENTRAL WASHINGTON UNIVERSITY
FACULTY SENATE

REGULAR MEETING
Wednesday, March 3, 2004, 3:10 p.m.
BARGE 412
AGENDA

- I. ROLL CALL**
- II. CHANGES TO AND APPROVAL OF AGENDA**
- III. MOTION NO. 04-10: APPROVAL OF MINUTES** of February 11, 2004
- IV. COMMUNICATIONS –**
- V. REPORTS/ACTION ITEMS (35 Minutes)**

Executive Committee

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Communication 302 and Communication 345 as general education courses for Social and
Behavioral Sciences sections Perspectives on World Cultures and Foundations of Human
Adaptations and Behavior as outlined in Exhibit E." (Cf. General Education program, p. 36,
CWU catalog)

VI. REPORTS/DISCUSSION ITEMS

CHAIR: (10 Minutes)
CHAIR ELECT: (10 Minutes)
PRESIDENT: (10 Minutes)
PROVOST: (10 Minutes)
SENATE CONCERNS: (5 Minutes)
STUDENT REPORT: (5 Minutes)

SENATE COMMITTEES: (10 Minutes)

Ad-Hoc Salary Administration Board
Academic Affairs Committee:
Budget Committee:
Code Committee:
Curriculum Committee:
Development and Appropriations:
General Education:
Personnel Committee:
Public Affairs Comm/Council of Faculty Reps/Faculty Legislative Representative:

- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**
- IX. ADJOURNMENT**

*****NEXT REGULAR SENATE MEETING: April 14, 2004*****
BARGE 412

Exhibit A

6.15 Change of Assignment

- A. Faculty members may be assigned duties other than those of their original appointment and outside their initial departments or programs. Such assignments may include duties in off-campus programs.
- B. The terms of such assignment shall be made in writing.
- C. A faculty member whose change of assignment involves duties in two or more departments shall assume advising, office hours and other noninstructional work according to the percentage of load in each department.
- D. **A faculty member reassigned shall retain his/her rank and placement on the faculty salary scale. Future salary increases will be aligned with the salary scale of the faculty member's new unit.**

Rationale: New section to protect a faculty member's rank and salary if he or she is reassigned to a new department.

Exhibit B

7.20 Faculty Load - Instructional Faculty Members

- B3.** With the exception of faculty members whose specialized duties conventionally require assignments outside normal working hours, days and duty stations, Saturday and evening assignments and off-campus assignments as part of the regular teaching load are subject to mutual agreement by the department chair and the faculty member involved. If such agreement cannot be reached, either party may appeal to the dean of the appropriate ~~school or~~ college for decision.

7.40 Absence from Class or Campus

- C.** A faculty member who must be absent for personal or professional reasons for a period of time involving work days shall obtain approval of his/her ~~school~~ dean through his/her department chair. Leave arrangements may be made for extended absences requiring replacement during the time of absence.

8.65 Professional Improvement

- D.** Colleges ~~and schools~~ may establish one standing personnel committee, consisting of tenured faculty members from the college/~~school~~ to act in an advisory capacity to the dean. Only one member of a department in a ~~school or~~ college may serve on such committees. Members of the personnel committee shall not advise on the personnel decisions concerning members of their own departments, but ~~school/~~college personnel committees shall have access to all recommendations concerning personnel actions about which they advise. Alternates shall be elected at the same time as regular members to such personnel committees in order to substitute for regular members as needed. Phased retirees shall not serve as regular or alternate members on such committees. (See Section 5.30 D.)

8.66 Professional Improvement - Criteria

- C.** A faculty member evaluated for professional improvement shall supply evidence for each of the above criteria using the standard professional record form as specified in Section 8.65 C of this Faculty Code and other materials consistent with the criteria established by the university relevant to Section 8.40 of this Faculty Code and by the faculty member's college/~~school~~ and department for the award of merit and promotion.

8.70 Promotion in Rank - Schedule and Procedure

A. Schedule

Recommendations on promotion should be completed and submitted to the provost/senior vice president for academic affairs prior to April 15 of each year. Final recommendations should be made to the Board of Trustees at its regular May meeting. The effective date of such promotions is September 1 of the following academic year for 9-month contracts. The effective date of such promotions is July 1 of the following academic year for 12-month contracts. The

president may recommend to the Board of Trustees the promotion of any faculty member at any time; however, such action shall be taken only as the result of unusual circumstances and upon the recommendation of the department chair, the appropriate ~~school~~ dean and the provost/senior vice president for academic affairs.

C. Promotions in Rank - Procedure

Promotions in academic rank shall be determined annually according to the following procedure:

1. Promotion in rank will be made according to the criteria listed in this Code, except that faculty members normally cannot be promoted before completing three (3) years of service in their current rank. Thus consideration for promotion can occur in the third and subsequent years of service in the current rank. Three (3) years in a current rank does not guarantee promotion. Primary responsibility for recommendations for promotion rests with the ~~schools~~, colleges, library and appropriate deans.
2. In January of each year the appropriate deans will prepare a list of all faculty in their ~~schools or~~ areas who appear eligible for promotion according to the provisions of this Code.
4. The dean will receive the statements of the candidates, the recommendations from individual tenured and tenure-track faculty members, excepting phased retirees, the departmental personnel committee recommendations and the recommendations of the department chair.

The dean will meet with each department chair and the personnel committee chair (or other designated representative) to review each candidate for promotion. Each ~~school college~~ may establish a personnel committee to act in an advisory capacity to the ~~school~~ dean. Members of such personnel committees shall not advise on the promotion of faculty members from their own departments. Alternates shall be appointed at the same time as regular members to such personnel committees in order to substitute for regular members as needed.

The ~~school~~ dean will prepare lists, by rank, of faculty members within the ~~school college~~ who are recommended for promotion. The dean will notify each eligible faculty member in writing whether or not he/she is being recommended for promotion. This information shall remain in the personnel files only upon the written consent of the faculty member. ...

5. The provost/senior vice president for academic affairs will receive the recommendations of the ~~school~~ deans together with supporting materials, review the recommendations and consult individually with the deans or directors as necessary. Upon completion of the review, the provost/senior vice president for academic affairs will submit a list, by rank, of his/her recommendations for promotions to the president of the university along with a proposed new rank distribution and a cost analysis, and will notify the faculty members who are included on the list and those who are not being recommended. The president will review these recommendations with the

provost/senior vice president for academic affairs and the individual ~~school~~ deans, as necessary, and will submit final recommendations for promotion to the Board of Trustees for their action.

8.75 Merit

A. Merit – Criteria

1. Any faculty member who is to be considered for merit must first be known as an effective teacher and must perform adequately necessary and routine departmental, ~~school~~ **college/library** and/or university assignments; e.g., advising, registration duties, meeting representation, committees as assigned. In addition, competence either in scholarship or in special services to the university, to the public community, to students, or to their profession may be taken into consideration.

Purpose and rationale: Housekeeping

Updates code language to reflect that the School of Business and Economics is now the College of Business. CWU now has four colleges.

Exhibit D

New Specializations: Department: Biological Sciences

- 1) **Bachelor of Science: Biology with a Specialization in Cell and Molecular Biology**
- 2) **Bachelor of Science: Biology with a Specialization in Organismal Biology**

Rationale: The Biology department proposes to reorganize specializations within the B.S. degree in response to an external review of our department and to internal discussions about the strengths and weaknesses of our program and some problems we experienced with the current specializations. Some of the specializations were viewed as too narrowly focused. At times, the restrictions imposed by the specializations have made it difficult for students to get all the courses they need (also resulting in office staff and faculty spending much time signing substitution forms and writing letters). In addition, the external reviewer felt (and we agreed) that some of the specializations drive demand for particular upper division courses, making it more difficult to develop new courses in other areas as part of our overall curriculum revision process. We have already stopped offering one specialization (Medical Technology) in the past 2 years. We currently offer 4 specializations: Environmental/Public Health Biology, Ecology, Microbiology, and Plant Sciences. This is in addition to General Biology, the option for students who do not wish to choose a specialization.

We would like to offer just 3 specializations that we feel will provide our students with excellent guidance in the selection of a course of study that will prepare them for future jobs or graduate school, and will facilitate advising. All three are less restrictive than previous specializations. These three proposed specializations (Ecology – revised; Cell and Molecular Biology –new; Organismal Biology – new) reflect three major areas within Biological Sciences as a discipline as well as three areas of strength within our department. We will continue to offer General Biology as an option for students who do not want to specialize.

We are deleting three specializations: Environmental & Public Health; Microbiology; Plant Sciences; and Medical Technology. Students currently in specializations that we propose to delete will be able to complete their degrees because no required courses have been deleted. Most of the proposed changes in curriculum will come after they have graduated, or will affect only their choice of electives. Future students interested in Microbiology can very easily accommodate their course needs within Cell and Molecular Biology. Students interested in Plant Sciences can choose the Organismal Biology emphasis. We have had few students in the Environmental/Public Health Biology specialization; students with these interests may choose Ecology or Cell and Molecular Biology, depending on the particular slant of their interests within this field.

We hope this helps clarify our need to update our specializations offerings.

**New Minor &
Certificate:**

Department: Health, Human Performance and Recreation

Wine Trade and Tourism Minor
Wine Trade Professional Certificate

Rationale:

The wine industry in the United States is expanding rapidly. Wine sales more than doubled in the US from 1991 to 2001. Tourism directly related to the wine industry results in expenditures of \$1.2 billion annually with 145,000 jobs related to wine. Washington is the second largest producer in the United States. It is a rapidly growing industry, expanding from 19 wineries in 1981 to over 200 producing wineries today. The wine industry in Washington now accounts for more than 11,000 full time jobs with another 4,600 anticipated within 3 years.

The rapid growth of the wine industry on the West Coast has also created a shortage of workers with adequate knowledge of the wine industry. Currently, there are few programs in the US that exist for people seeking to enter the wine trade that focus on the fundamentals as well as the business of wine. The enology and viticulture programs at Washington State University, Yakima Valley Community College, and Walla Walla Community College focus on the growing and making of wine. The CWU Wine Trade and Tourism minor will not compete with their existing programs, but will fill a different need. The Wine Trade and Tourism minor will prepare students with the knowledge and skills necessary to achieve success in many wine-supported occupations.

Estimated Enrollment: Year 1 = 10 Year 2 = 15 Year 3 = 20

Program:

Minor:	Required Courses		
	RT 402	Wine Basics	5
	RT 403	The Global World of Wine	5
	RT 404	The Wine Trade	5
	ME 330	Principles of Retailing	4
	ME 467	Retail Management OR	
		ME 486 Retailing & E-commerce	4
	RT 490	Internship	6
	Choose three of the following courses with advisement		9-13
	RT 271	Intro to Tourism	3
	RT 405/505	Hospitality Catering	3
	RT 373D	Convention Mgmt	5
	RT 373E	Resort Mgmt	5
	RT 471	Tourism Planning	3
	RT 480	Admin in Tourism	3
	Total Credits		38 – 42

**Certificate – Type B: Matriculating and non-matriculating students, in
conjunction with Continuing Education**

Required Courses		
RT 402	Wine Basics	5
RT 403	The Global World of Wine	5
RT 404	The Wine Trade	5
Total Credits		15

New Programs

Department – Industrial Engineering Technology

Degree: **Bachelor of Applied Science – Industrial Engineering Technology**

Estimated Enrollment: Year 1 = 22 Year 2 = 30 Year 3 = 40

Statement of Need: The Bachelor of Applied Science degree is a new degree for CWU, which is directed toward students who have an applied technical degree from a community college but lack the general education requirements for a Bachelor of Science. CWU will supplement the community college course work by providing the missing general education breadth component while accepting many of the technical courses. This program offers place-bound students the opportunity to complete their degree without leaving the Puget Sound area.

There are two main reasons why the proposed BAS Industrial Technology degree should be offered. First, there is a high demand at the community colleges to have a four-year university offer upper division courses to technology students and their graduates so that they may obtain a baccalaureate degree. Secondly, persons having lost technically related jobs require additional education to enhance their job potential or to switch careers. The BAS Industrial Technology program would also be attractive to recently laid-off workers, women and older students who want a career switch. As far as workforce needs of local industry, we find that the Industrial Technology degree is appropriate for displaced workers. The subject matter in the program does not require higher levels of math or science and can be learned by a wide range of people who have diverse educational backgrounds.

Program:

Required Courses		
IET 301	Engineering Project Cost Analysis	4
IET 380	Quality Control	5
IET 385	Industrial Design	3
IET 411	Mechanical Power Transmission	4
EET 312	Basic Electronics	4
EET 221/221.1	Basic Electricity & Lab	5
MET 310	Hydraulics & Pneumatics	4
MET 345	Production Technology	4
MET 351	Metallurgy/Materials & Processes	4
MET 388	Tool Design	4
SHM 386	Occupational Safety & Health	3
ADMG 385	Business Communications & Report Writing	5
IET 499	Seminar	1
Total		50

Exhibit E

Proposed Additions to General Education Program

II. SOCIAL AND BEHAVIOR SCIENCES

Perspectives on World Cultures

An introduction to institutions, cultures, and traditions of nations, groups, and societies outside the United States intended to encourage an understanding and appreciation of the dimensions of human diversity as well as similarities. An introduction to contemporary international and transnational issues intended to provide a broader perspective of the individual's relationship to other cultures and to common human concerns.

ANTH 130	(W) Introduction to Cultural Anthropology (5)
AST 102	(W) Introduction to Asian Studies (3)
COM 302	<u>Intercultural Communication (4)</u>
ECON 102	(W) World Economic Issues (5)
GEOG 101	(W) World Regional Geography (5)
HIST 102	(W) World Civilization: 1500-1815 (5)
HIST 103	(W) World Civilization Since 1815 (5)
LAS 102	(W) Introduction to Latin American Studies (5)
POSC 270	(W) International Politics (5)

CENTRAL WASHINGTON UNIVERSITY
FACULTY SENATE

DRAFT REGULAR MEETING MINUTES: February 11, 2004

<http://www.cwu.edu/~fsenate>

Presiding Officer: Daniel CannCasciato
Recording Secretary: Janet Shields

ROLL CALL:

Senators: All senators or their alternates were present except: Patrick Byran, Scott Calahan, Robert Carbaugh, Jim Eubanks, Brenda Hubbard, Cania Lee, Robert Lupton, Mark Michael, Joshua Nelson, Vincent Nethery, Joe Price and Todd Schaefer

Visitors: Susan Donahoe

CHANGES TO AND APPROVAL OF AGENDA - Motion was made and seconded to amend the agenda to include Motion No. 04-09 General Education Committee recommendation. Motion approved.

MOTION NO. 04-07 (Approved): APPROVAL OF MINUTES of January 21, 2004

COMMUNICATIONS – None

REPORTS/ACTION ITEMS

Faculty Senate Development and Appropriations Committee

Motion No. 04-08(Approved): "Recommendation to distribute the \$100,000 faculty development funds for 2003-04, attached as Exhibit A".

General Education Committee

Motion No. 04-09(Approved): "Approve General Education Committee recommendation to add Philosophy 306 and Philosophy 378 as general education courses for the Arts and Humanities breadth area, Philosophies and Cultures of the World section as outlined in Exhibit B." (Cf. General Education program, p. 35-36, CWU catalog)

Questioned was called (Approved)

REPORTS/DISCUSSION ITEMS

CHAIR: - Friends of the Senate is an endowment fund that was started in 1986. The Executive Committee is obligated to give a report every year, but has not been reported since 1987. Money in endowment is \$4786.34 with \$946.15 in the Spending account. Only the earnings from the account are to be used. The funds are to be used to benefit the faculty as a whole. Potential, but not exhaustive, uses may be: to support legislative liaison functions, inter-institutional entertainment expenses, and expense related to faculty morale. Will send around this report to senators tomorrow. Academic Affairs Committee is reviewing policy dealing with SB 5135. They will be bringing it forward to Senate for a change to policy. Thanksgiving week attendance report 2003-04 is provided as a handout. Will compare this data with next year. Was suggested to include the number of classes reported with next years report. Tobacco use policy is being considered this legislative session. Before it would become a WAC there will be public hearings. These will be scheduled on campus as this moves along. Diversity Council, now a university committee. HVAC in Barge 412 has been improved with a changed fan belt. Also there is the possibility of new vents at some point. Faculty Senate Executive Committee will be responding recommendations NASC accreditation report. Response due in May. BOT meeting this Friday, February 13th.

CHAIR ELECT: - SAB committee is in the process of meeting with the CPERCs that have been formed in all the colleges. At the request of the Provost, the committee is trying to standardize certain parts of the evaluation across the university and certain evaluation standardized within each college. Meeting is scheduled at 3:10 on Friday, February 13th. Working with a 100-point scale with 20% time in title, 10% deviation from CUPA, 70% scholarship. Committee is considering a couple of other changes to the SAB Plan for next year. Trying to address salary compression at rank, and younger faculty members who have been here less than 3 years. The committee is attempting to develop a salary history prior to 1990 and will be doing a call out to faculty to help gather this information.

PRESIDENT: - Central has been asked to respond today to a question posed by a legislator about proposed money for general and high demand enrollment. Another issue being pursued in the legislature is our tuition waiver authority. Central is funded up to 8% of by the state for tuition waivers. Another comprehensive is Western and Eastern are funded at 10% and 11% respectively. Bill was presented in the legislature- requesting equal funding up to 11% for tuition waivers. The bill did not come out of committee. However, we are now pursuing the possibility of having some money in the supplement budget to cover up to 10%. The

globalization theme has continued to unfold in a very productive way with several discuss panels and a dance performance sponsored by the Douglas Honors College. Next year's Presidential Lecture Series theme will be America on the World Stage. An e-mail was sent out inviting faculty to recommend speakers. Please send suggestions to Libby Street prior to February 28th.

PROVOST: The 2003 summer session annual report is now available. There has been steady growth for the past two years and is expected to continue. Richard Burke, a New York Times national political correspondent will be on campus either April 12 or 19th. The date will be announced to the campus when it is set. To continue on with the discussions started at the December 8th Faculty Development Day, the Provost would like to have several town hall meetings. Mark Lundgren is still working on analysis of salaries if there had not been any SAB money and what it would have looked like with a 2-3% increase. It should be available at the March Senate meeting.

SENATE CONCERNS: - Jim Huckabay indicated his department did not have a problem with the increase in senate faculty development money from summer revenues as long as it did not impact negatively from departments.

STUDENT REPORT: None

SENATE COMMITTEES:

Ad-Hoc Salary Administration Board – See chair elect report

Academic Affairs Committee: None

Budget Committee: None

Code Committee: None

Curriculum Committee: None

Development and Appropriations: - None

General Education: Committee is looking at the possibility of allowing credit/no credit to be taken for general education courses. Would like to get faculty feedback on this issue. Committee is looking at adopting the quantitative and symbolic reasoning as the goal of the general education program. Committee is trying to maintain the momentum that was started with the December 8th faculty development day. They are planning a summer institute that the Provost has offered funding for.

Personnel Committee: None

Public Affairs Comm/Council of Faculty Reps/Faculty

Legislative Representative: Jim Huckabay reported that he had met with the Higher Education Committee from both houses regarding the CWU waivers bill. It does not look like it will come out of committee. Only Evergreen State College has a lower tuition waiver percentage than Central. Sister institutions are 2-3% higher than Central is. However, there is work being done to provide money through the supplemental budget for this year to 10% which would equal about a half-million dollars. The performance contract bills are shaky, but some are trying to attach them to the HEC Board's Strategic Plan work and to various budget moves. Articulation bill looks like it will move forward. The Cascadia Bill does not look like it will go forward this year, but a new 4-year institution is likely to happen at some point. On-line text materials bill looks like it is moving forward. Governor's education sales tax idea doesn't have much legislative or public support, even though many legislators like the idea. CFR is putting together the faculty's vision based on Priest, Jarrett & Cox's 10 goals for higher education. When a draft is ready, it will be made available to the Senate members.

OLD BUSINESS - None

NEW BUSINESS - None

ADJOURNMENT A motion was made to adjourn and seconded. It passed by a majority at 4:50 pm.

Exhibit A

Faculty Development Funds Disbursement Plan

The Faculty Senate Development and Appropriations Committee passed the following recommendation to distribute the \$100,000 faculty development funds as follows:

1. \$24,000 distributed evenly to academic departments (excluding Military Science/ROTC and Aerospace Studies/AFROTC). A department disbursement will be made to the Faculty Senate based on the ruling last year that the senate chair represents faculty not assigned to academic departments.
2. \$60,000 distributed to academic departments (excluding Military Science/ROTC and Aerospace Studies/AFROTC), with each department receiving an amount proportional to its fall FTEF. Disbursements to academic programs not associated with an academic department will be made based on fall FTEF. Faculty on leave do not count as an FTEF for the disbursement.
3. \$500 to Military Science/ROTC.
4. \$500 to Aerospace Studies/AFROTC.
5. The above funds are to be used exclusively for individual faculty development. In order to receive these monies, each department must provide a rationale and explanation for the use of these funds.
6. \$15,000 for projects intended to serve the faculty development needs of the university as a whole rather than the needs of individual faculty members or departments. Applications for these funds are submitted to the Faculty Senate Development and Appropriations Committee.

Exhibit B

Proposed Additions to General Education Program Approved by the FSGEC on 12 January 2004

Philosophies and Cultures of the World.

Foreign Languages 251, 252, or 253. Second year foreign language
(same as studied in high school) (5)

or

Foreign Languages 151, 152 or 153. First year foreign language (different than the
one used to meet basic skills requirement) (5)

PHIL 101	(W) Introduction to Philosophy (5)
PHIL 115	(W) The Meaning of Life (5)
PHIL 202	(W) Introduction to Ethics (5)
PHIL 209	(W) Introduction to Asian Philosophy (5)
PHIL 210	(W) Current Ethical Issues (5)
RELS 101	(W) Introduction to Religion (5)
RELS 201	(W) Sacred Books of the World (5)
<u>PHIL 306</u>	<u>(W) Environmental Ethics (5)</u>
<u>PHIL 378</u>	<u>(W) The Philosophy of Love (5)</u>